



**Langley Research Center
DIRECTIVES MANAGEMENT
TRANSMITTAL SHEET**

LAPD 1420.1

March 5, 2003

MATERIAL TRANSMITTED

LAPD 1420.1, "Forms Management Program."

RECISION

LAPD 1420.1, dated July 27, 1999.

SUMMARY

This directive has been revised to update the reference.



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1420.1
Effective Date: March 5, 2003
Expiration Date: July 27, 2004**

Responsible Office: Information Systems Branch, Office of the Chief Information Officer

SUBJECT: Forms Management Program

1. REFERENCE

- a. NPD 1490.1E, "NASA Printing, Duplicating, Copier, Forms, and Mail Management."
- b. NPG 1490.5, "NASA Procedures and Guidelines for Printing, Duplicating, and Copy Management."

2. SUMMARY

This directive sets forth policy and responsibilities for the Forms Management Program.

3. POLICY

The Langley Research Center (LaRC) will provide for the systematic analysis, design, and control of all forms and related procedures to ensure that such forms and procedures assure efficient and economical operations.

4. DESIGNATION AND DELEGATION OF AUTHORITY

The LaRC Forms Manager is located in the Information Systems Branch, Office of the Chief Information Officer, and is delegated authority to manage the LaRC Forms Management Program.

5. RESPONSIBILITIES

- a. Organizations

No LaRC forms may be developed or recognized as an official LaRC form without prior approval from the Forms Manager.

- b. Library and Media Services Branch, Office of the Chief Information Officer

Process, print, and deliver approved forms to requesters or the Stockroom.

March 5, 2003

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6. RECISION

LAPD 1420.1, dated ~~August 2, 1995~~ July 27, 1999.

Jeremiah F. Creedon
Director